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the action will be administratively processed, the parties are instructed to make their election promptly

and notify the Clerk of the Court as soon as practicable.

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- 1. When serving process under Rule 4, Plaintiff(s) shall provide each Defendant with a copy of this order and the "Consent to Assignment or Request for Reassignment" information. Within 10 days after service of process on a given Defendant, Plaintiff(s) shall file a certificate stating that the Defendant was served under Rule 4.1
- 2. Each party shall return the "Consent to Assignment or Request for Reassignment" form to the Clerk within 90 days from the date the action was filed, or within 14 days of removal from state court. The parties are strongly encouraged to submit their consent forms before the filing of any motion, so the motion can be noticed before the proper judge. Failure to do so may result in the Court vacating a hearing or declining to resolve the motion until all consent designations have been submitted.
- 3. Within 30 days of the filing of an answer to the complaint, the parties shall file a joint status report addressing the relevant portions of Local Rule 240(a) to facilitate the entry of a pretrial scheduling order. Therein, the parties may propose dates for a hearing based on the Court's motion schedule (on Judge Kim's webpage on the Court's website at https://www.caed.uscourts.gov/CAEDnew/index.cfm/judges/all-judges/united-statesmagistrate-judge-chi-soo-kim-csk/) or may agree the Court can enter a scheduling order without the need for a hearing.
- 4. The parties are directed to Judge Kim's Civil Standing Orders, which are located on the Court's website at www.caed.uscourts.gov. (select "Judges," then select Magistrate Judge Chi Soo Kim). The parties should take note of the page limits for civil motions and discovery joint statements. The parties are responsible for knowing and complying with the Court's standing orders.

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¹Alternatively, if this action was removed from state court, the removing party shall immediately serve upon each of the other parties, and upon all parties subsequently joined, a copy of this order, and 28 | shall file with the Clerk a notice that the parties have been served.

Case 2:25-cv-01537-CSK Document 5 Filed 06/03/25 Page 3 of 3 5. The parties are reminded of their continuing duty to notify the Court immediately of any settlement or other disposition. See Local Rule 160. DATED: June 3, 2025 CHI SOO KIM UNITED STATES MAGISTRATE JUDGE